

Commissioner of the Revenue
Deputy Real Estate Assessor

Performs responsible work in the assessment of new construction and real property, changes as required by law, including working with reassessment. Assists the public with real estate and mapping inquiries; researches recorded information and makes adjustments; completes work and computer entry to conform to department requirements; does technical changes if directed. Performs related duties as assigned.

Work is performed with limited supervision, under the direction of the Commissioner of the Revenue. Some travel will be required to attend seminars, and training, some of which may require overnight.

Typical Tasks:

Develops assessment standards and schedules, learns assessing techniques and applies the same. Studies changes to assessed values, market trends, costs, and revenues and related or applies same. Conducts assessments using standards of the IAAO and true market value on all types of real property. Oversees identified real estate programs, such as tax relief, land use deferral, roll back taxes, and supplemental billing if directed by the Commissioner of the Revenue. Assists with the general inquiry regarding any County real estate matters. Acts as a witness in legal cases challenging a citizen's assessment. Makes error corrections as proven necessary. Calculate and run sales studies and ratio reports.

Knowledge, Skills and Abilities

Through knowledge of current real property appraisal principles and practices; thorough knowledge of Pulaski County and Virginia State Codes. Familiarity with IAAO principles of appraisal and knowledge of land use and tax relief programs. Ability to work independently and maintain department schedules and meet deadlines. Ability to establish and maintain professional and effective working relationship with the general public and coworkers, and possess excellent telephone etiquette. Must be able to prepare real estate files for billing purposes under a deadline and bill Public Service Corp.

Education and Experience

Knowledge of computers including IBM AS400 with Bright Software and ProVal Real Estate Software. Some knowledge of the previous software which was Eagle (now Tyler) and Apex drawing may be helpful. Knowledge and use of electronic mapping and trained in land use and relief programs. SQL knowledge, crystal reports, query knowledge helpful.

Special Provisions

Possess a valid driver's license and able to drive a manual transmission. Confiscation for any reason must be reported to the Commissioner within two (2) working days.

Salary: \$45,380 DOE. This is a full time Compensation Board position with benefits. Health insurance, dental and vision insurance, life insurance. State retirement program, optional 457 retirement program, sick and vacation leave, paid holidays and much more.

Interested persons much apply at the Virginia Employment Commission Office, 206 Third Ave, Radford, VA. Monday through Friday, 8:30a.m - 4:30p.m. Also available thru the Wytheville Employment Commission.

Deadline for applications February 9th, 2018

Pulaski County is an equal opportunity Employer.